

This form is issued under authority of P.A. 403 of 2000, as amended. Filing is mandatory.

Terminal Operator Monthly Report

This report is due

► 1. Company Name and Mailing Address

► 2. Account Number (FEIN or TR)	► 2A. License Number	► 3. Report Period (MM/YYYY)
4. Contact Person Name		
5. Telephone Number		6. Fax Number
7. E-mail Address		
► 8. Terminal Control Number (TCN)		9. Location of Terminal (City and State)

This report must be filed by all terminal operators. A separate report and schedules must be filed for each IRS-approved terminal.

See page 2 for instructions.

Net Gallons - Report Whole Gallons Only

	Gasoline	Ethanol Blends E70 - E99	Aviation Gasoline	Jet Fuel	Undyed Petroleum Diesel	Undyed Biodiesel B05 or higher	Dyed Diesel Fuel	Other Products
10. Beginning Inventory (Michigan terminals only). ►								
11. Total Receipts (Schedule 15A) (Michigan terminals only). ►								
12. Total Gallons Available. (Michigan terminals only) Add lines 10 and 11. ►								
13. Total Disbursements (Schedule 15B). ►								
14. Computed Ending Inventory (Michigan terminals only). Subtract line 13 from line 12. ►								
15. Actual Physical Ending Inventory (Michigan terminals only).								
16. Gains & Losses. (Losses need to be reported ► with parenthesis around the loss) (Michigan terminals only) Subtract line 14 from line 15.								

I declare, under penalty of perjury, that the information in this report and attachments is true and complete to the best of my knowledge.

► <input type="checkbox"/> I authorize Treasury to discuss my return and attachments with my preparer.		<input type="checkbox"/> Do not discuss my return with my preparer.	
► Authorized Signature		Signature of Preparer	Preparer FEIN
Printed Name	Date	Printed Name	Date
Title	Telephone Number	Address	Telephone Number

MAIL REPORT TO: Michigan Department of Treasury, P.O. Box 30474, Lansing, Michigan 48909-8209. Questions ? - Please call (517) 636-4600

Instructions for Form 3716, *Terminal Operator Monthly Report*

This report must be filed by the 20th day of the month following the end of the report period by all terminals in Michigan and out-of-state terminals who disburse fuel with a Michigan destination. A separate report must be filed for each terminal.

LINE INSTRUCTIONS (*Lines not listed below are explained on the form.*)

For terminals located outside of Michigan, enter only disbursements made with a Michigan destination (Line 13).

Line 1. Indicate changes to the company name and address by crossing out incorrect information and entering correct information.

Line 2. Enter taxpayer Federal Identification Number (FEIN or TR).

Line 2A. Enter taxpayer's 8-digit license number.

Line 3. Enter the report period (example 06/2001 or June 2001).

Lines 4-7. Enter the name, phone number, fax number, and e-mail address of the individual who may be contacted for questions.

Line 8. Enter the Terminal Control Number (TCN). A separate report and schedules must be completed for each terminal.

Line 9. Enter the city and state of the physical location of the terminal.

Lines 10-16. Enter the inventory amounts for each column in **NET GALLONS**.

Products not identified in **Columns 1 through 7 must be reported in Column 8, Other Products.**

Line 10: Beginning Inventory. Enter the Actual Physical Ending Inventory from line 15 of the previous month's report.

Line 11: Total Receipts. Enter the total from all schedules 15A by Product Type.

Line 13: Total Disbursements. Enter the total from all schedules 15B by Product Type.

Line 15: Actual Physical Ending Inventory (Michigan Terminals Only). Enter the physical inventory taken at the terminal at the end of the reporting period.

Column 8, Other Products

When reporting "Other Products" not identified in Columns 1-7 on Page 1, enter the combined total of all schedules for "Other Products".

Product Codes

Enter the appropriate code on Schedules 15A and 15B. See attached list of product codes.

Michigan Fuel Product Codes

Gasoline

Natural Gasoline	061
Gasoline	065
Gasoline MTBE	071
Transmix	100
Blending Components	122
Napthas	126
Toluene	199
Raffinates	223
Liquid Natural Gas	225

Ethanol and Ethanol Blends

Product Codes for Ethanol and Ethanol blends will now be reported according to the blend percentage. The prefix will be “E” plus the percentage. Example: A blend of 10% Ethanol and 90% Gasoline will be reported as E10. Ethanol (100%) will be reported as E00. E69 will be taxed as gasoline and E70 to E99 will be taxed at the 12 cents tax rate.

Undyed Diesel

Kerosene - undyed	142
Low Sulfur Kerosene - undyed	145
High Sulfur Kerosene - undyed	147
No. 1 Fuel Oil - undyed	150
Heating Oil	152
Diesel Fuel #4 - undyed	154
Diesel Fuel - undyed	160
Low Sulfur diesel # 1 - undyed	161
Low Sulfur diesel # 2 - undyed	167
Mineral Oils	281
# 1 High Sulfur Diesel - undyed	282
# 2 High Sulfur Diesel - undyed	283

Undyed BioDiesel and BioDiesel Blends

Product Codes for biodiesel and biodiesel blends will now be reported according to the blend percentage. The prefix will be “B” plus the percentage. Example: A blend of 20% biodiesel and 80% Diesel will be reported as B20. Biodiesel (B100) will be reported as B00. B04 will be taxed as diesel fuel and B05 to B00 will be taxed at the 12 cents tax rate.

Dyed Diesel

Kerosene - dye added	072
Low Sulfur Kerosene - dye added	073
High Sulfur Kerosene - dye added	074
Diesel Fuel #4 - dye added	153
High Sulfur Diesel - dye added	226
Low Sulfur Diesel - dye added	227
Diesel Fuel - dye added	228
No 1 Diesel - dye added	231

Dyed Biodiesel and Dyed Biodiesel Blends

Product Codes for dyed biodiesel and dyed biodiesel blends will now be reported according to the blend percentage. The prefix will be “D” plus the percentage. Example: A blend of 20% dyed biodiesel and 80% dyed diesel will be reported as D20. Dyed biodiesel (100% Bio) will be reported as D00.

Aviation

Aviation Gas	125
Jet Fuel	130

Other

Ethane	052
Propane	054
Butane	055
Isobutane	058
Pentanes	059
Propylene	075
Xylene	076
Excluded Liquid (Mineral Oil)	077
Additive Miscellaneous	090
Waste Oil	091
Undefined products	092
MTBE	093
TAME	121
Residual Fuel Oil	175
Ethylene	196
Butylene	198
CNG	224
Methanol	243
Benzene	248
ETBE	249
Methane	265
Marine Diesel Oil	279
Soy Oil (unprocessed)	285
Organic Oils (food)	960